Citi Trends
Citi Trends, Inc.

THIS DOCUMENT WAS REVISED ON 2-6-09

DATE: _____

Email: ASN@cititrends.com **Fax#:** 912-443-4900 **ATTN: Traffic Department**

Call 912-443-4903 with questions only. Routing request will not be accepted via phone.

PACKING INSTRUCTIONS

P.O. # _____ this is a REQUIRED field, please check appropriate box (es)

- ☐ Size Assortments for each Pre Pack
- ☐ Pack solid colors _____ pieces. Assorted sizes (As per Size Scale) Rubber band together or blister pack, use master carton up to 72 pieces.
- ☐ Pack solid size and solid color in master carton up to 72 pieces.
- ☐ Assorted size & assorted colors in master carton # of pieces. _____
- ☐ Cross dock, assorted size/solid color_____per bundle, _____Color/Sku in a box
- ☐ **TEST- RUSH** -Write **TEST** on cartons

Ship only 1 SKU per Carton and 1 SKU per Pallet unless approved by traffic department

List the following on the outside of the carton:

1) Citi Trends, Inc.
2) Citi Trends address: as noted on routing instructions
3) Vendor Name
4) P.O. number
5) SKU
6) Vendor Style Number
7) Size
8) Ticketed or Not Ticketed
9) Color
10) Number of Pieces
11) Prepack size/color breakout
12) Number of Cartons (I.E. 1 of 40)

SHIPPING INSTRUCTIONS

USE SEPARATE SHEET FOR EACH PO

DO NOT SHIP WITHOUT AUTHORIZED ROUTING NUMBER. FAX OR E-MAIL THIS SHEET WITH PACKING SLIPS FOR ROUTING INSTRUCTIONS 48 HOURS PRIOR TO P.O. CANCEL DATE. WE WILL FAX OR E-MAIL BACK WITHIN 48 HOURS A ROUTING NUMBER, AUTHORIZED CARRIER OR CONSOLIDATOR, AND DATE TO SHIP OR DATE FOR PICK UP.

CITI TRENDS PRICE TICKETS: ( ) YES ( ) NO

Style	Citi Trends Sku#	Color	Size	Units Ordered	Units Shipped	Pcs. Per Inner Pack	Pcs. Per Carton	Inner Packs Per Carton	# Cartons
Total									

TOTAL # OF PALLETS: _____ **TOTAL CUBES:** _____ **TOTAL WEIGHT:** _____

Vendor Name_____**Vendor Warehouse Fax #**_____

Warehouse Address_____ **e-mail**_____

City_____ **State**_____ **Phone#** _____

Zip Code_____ **Contact**_____

Revised 2/11/2009